DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT LEE
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FORT LEE POLICY NO. 1-07

IMNE-LEE-ZA 5 March 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Supply Discipline Program (CSDP)

1. **References**.

a. AR 710-2; Supply Policy below the National Level, 8 July 2005

b. AR 735-5; Policies and Procedures for Property Accountability, 28 February 2005

c. AR 11-1; Command Review Logistics Program, 13 August 1999

2. **Overview.** The CSDP is a four fold program addressing the following:

a. Responsibilities of commanders and supervisory personnel to instill supply discipline in their operations.

b. Guidance for evaluating supply discipline.

c. Feedback through command and technical channels for improving supply policy and for improving procedures to monitor supply discipline.

d. Follow-up to ensure supply discipline is maintained.

It is a compilation of existing regulatory requirements, which requires commanders, supervisors and managers to implement the provisions of AR 710-2, appendix B (Tables B-1 through B-6) in their organizations, activities and units using existing resources. Local IG can be used at the commander's discretion to conduct special inspections for determining root causes for problems identified through CSDP.

3. **Purpose**. To achieve the stated purpose, implementation of the CSDP will ensure compliance with DA supply policy and procedures, determine the adequacy of established DA supply policy and procedures, and identify supply problems to permit timely corrective action within the chain of command. The program is meant to simplify command, supervisory and managerial responsibilities. It is not intended to be solely an inspection program but responsible personnel are expected to use the program to gain familiarity with established policy and enforce compliance with policy by subordinate personnel. The purpose of the CSDP is to:

a. Establish supply discipline as regulatory guidance.

b. Standardize supply discipline requirements.

c. Provide responsible personnel with a single listing of supply policy requirements.

d. Make the U.S. Army more efficient with respect to time spent monitoring subordinates actions.

e. Eliminate repeat findings of noncompliance with policy.

f. Serve as a checklist for internal management controls as listed in AR 710-2, chapter 1.

4. **Policy**. In accordance with AR 735-5, and AR 710-2, paragraph 1-10, all policy operations performed per this regulation will be evaluated by the command immediately superior to the unit commander or commander of the Supply Support Activity (SSA), per AR 710-2, appendix B.

5. **Evaluation**. Each command level is required to evaluate the immediate lower level of operations. Further evaluations are as required by a commander. The purpose of the evaluation is to determine whether or not an organization is complying with regulatory guidance. The requirements' listing establishes the minimum standards. Commanders are encouraged to develop command checklists using the requirements (AR 710-2, Table B-1 through B-6) listing as a baseline.

6. **Requirements**. A compilation of requirements is established as a requirements listing or management controls (AR 710-2, Tables B-1 through B-6). Each level of command will review the requirements listing for completeness and make necessary additions to account for any uniqueness within the command. The intent of the requirements listing is to provide supervisors with a single source of supply policy requirements. The requirements' listing is organized into six tables according to level of responsibility. The information within each requirements listing is outlined in the following format:

a. Regulatory requirement – a concise listing of the guidance.

b. Administrative procedures – the actions needed to complete the requirement.

c. Reference – the source of the requirement.

d. Frequency – a listing of how the regulation specifies the accomplishment of the task. An "as needed" frequency is an event oriented requirement. The "routine" frequency means as often as necessary as a part of the supervisor's normal function.

7. **Procedures**.

a. To assure proper implementation of the CSDP, supervisors are required to evaluate primary hand receipt holders for compliance with established policy.

b. CSDP Evaluation will include the following:

(1) Supply Support Activity
(2) Property Book Officer (PBO)
(3) Unit Supply Operations
(4) Hand Receipt Holders

c. Elements of supply discipline should emphasize the following:

Examples are from Table B-1, lists user level responsibilities (Hand Receipt Holder) are:

(1) General
(2) Property Authorization Documents
(3) Requesting & Receiving Supplies
(4) Disposition of property
(5) Property responsibility
(6) Organizational clothing & Individual Equipment (OCIE) and personal clothing
(7) Management of loads
(8) PLL
(9) Inventories
(10) Adjustments for Lost, Damaged or Destroyed Property
(11) Storage

AR 710-2, Table B-2 lists the PBO responsibilities, and Table B-3 lists the requirements for Parent organizations of the user and PBO level, etc.

d. Retain copy of CSDP results and provide a copy furnished to the Directorate of Public Works and Logistics, Supply and Services Division.

8. **Responsibilities**.

a. *Command responsibility*. The obligation of a commander to ensure all Government property within his or her command is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Command responsibility is inherent in command and cannot be delegated.

b. *Supervisory responsibility*. The obligation of a supervisor to ensure all Government property issued to, or used by his or her subordinates is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. It is inherent in all supervisory positions, is not contingent upon signed receipts or responsibility statements and cannot be delegated.

c. *Direct responsibility*. The obligation of a person to ensure all Government property for which he or she has receipted, is properly used and cared for, and that proper custody, safekeeping, and disposition are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders, and/or directors of separate TDA activities will determine and assign in writing those individuals who will have direct responsibility for property.

d. *Custodial responsibility*. The obligation of an individual for property in storage awaiting issue or turn-in to exercise reasonable and prudent actions to properly care for, and ensure proper custody, safekeeping, and disposition of the property are provided. Custodial responsibility results from assignment as a supply sergeant, supply custodian, supply clerk, or warehouse person, and is rated by and answerable directly to the accountable officer or the individual having direct responsibility for the property.

e. *Installation CSDP Coordinator (Caron Scott, DPWL, Supply Division) will*:

(1) Evaluate the effectiveness of the CSDP.

(2) Establish evaluation policies for installation and ensure compliance of evaluation process for all tenant activities.

(3) Conduct annual evaluations of all tenant activities using the appropriate CSDP checklist to ensure compliance with supply regulations.

(4) Coordinate, prepare, process, and submit evaluation reports.

(5) Maintain written reports (two years) on all command and staff assistance or evaluation visits.

(6) Conduct follow-up evaluations of unsatisfactory areas identified during previous evaluations to ensure compliance with established standards.

(7) Keep the Garrison Commander informed on status of supply discipline on Fort Lee.

(8) Serve as the focal point for all activities to schedule all internal and external evaluations relating to supply discipline.

(9) Report any supply requirements that cannot be completed due to conflict with regulatory guidance to Installation Management Command and Garrison Commander.

f. *Brigades will*:

(1) Comply with local and DA policies outlined in Army Regulation 710-2, Table B-1 and Checklists provided by installation.

(2) Use the checklist as a guide in the routine performance of all sub-hand receipt holders' duties. Conduct semi-annual self-evaluations by using the applicable portions of installation CSDP Checklists.

(3) Schedule internal evaluations of subordinate units.

(4) Forward corrective actions and record of all deficiencies during CSDP evaluations to the Installation CSDP Coordinator.

(5) Provide a listing of problems to Installation CSDP Coordinator, identifying any requirements within the listing that may hinder or prevent you from accomplishing your mission.

g. *Battalion will*:

(1) Comply with local and DA policies outlined in Army Regulation 710-2, Table B-1 and Checklists provided by installation.

(2) Appoint a CSDP coordinator. Ensure that a copy of the appointment order is on file.

(3) Schedule internal evaluations.

(4) Conduct semi-annual self-evaluations of your section using Installation CSDP Checklists.

h. *Unit will*:

(1) Ensure compliance with standard operating procedures (SOP).

(2) Brief the primary hand receipt holder (PHRH) on his responsibilities.

(3) Ensure the PHRH signs the Hand Receipt Holder Statement.

(4) Sign the Hand Receipt Holder Statement and forward a file copy to the Battalion.

(5) Use the checklists as a guide in the routine performance of all sub-hand receipt holders' duties.

(6) Provide a listing of problems through the Battalion, identifying any requirements within the listing that may hinder or prevent you from accomplishing your mission.

9. **Methods of Enforcing Supply Discipline**. Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, training, administrative measures and disciplinary measures. AR 735-5 provides various administrative measures for accounting for lost, damaged and destroyed property. These actions must be followed for the relief from property accountability. The assessment of financial liability is solely for the purpose of administratively recouping the value of losses to the U. S. Government. Commanders must recognize that military discipline goes hand in hand with supply discipline. Even when no financial liability is found, the facts may warrant some form of command action, such as a failure to properly supervise an operation or a subordinate's actions.

10. **Conclusion**. The best means of ensuring supply discipline is to be proactive and not reactive in supply operations. Supply discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain supply discipline, commanders and supervisors must routinely adhere to

CSDP procedures and conduct supply discipline training for all subordinates. Supply discipline is the practice of applying the least amount of supply resources to accomplish the organization's mission. Enforcement of supply discipline is accomplished through a combination of leadership, command emphasis, training, and administrative and disciplinary measures. Commanders are responsible for effective management of Army resources. Supply discipline is vital to this end and must become a normal practice throughout Fort Lee and the Army.

11. POC for this program is Caron C. Scott, Command Supply Discipline Program Coordinator, 734-3169 or email caron.c.scott@lee.army.mil or Julia C. Taylor, Supply and Services Division Chief, 734-4675 or email Julia.c.taylor@us.army.mil.

Gwen Bingham /signed/
GWEN BINGHAM
Colonel, QM,
Garrison Commander

Encl
CSDP Standard Operating Procedures
Checklist – User (Unit) Level
Checklist – PBO Level
Checklist – SSA Level

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